

QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

January - March 1965

I. ARCHIVES AND RECORDS CENTER

1. The net records holdings in the Center at the end of March were 83,935 cubic feet.
2. During this quarter the Records Center received 2,836 cubic feet and eliminated 4,290 cubic feet. For the third consecutive month, the Records Center destroyed more records than they received.
3. Requests for services on records stored at the Center amounted to 33,131, an increase of about 30% over the previous quarter.
4. There were 94 visitors from Headquarters offices including 30 Management Trainees.
5. Six Special Deliveries of urgently needed records were made to Headquarters offices--Office of Security, OCI and DD/P.
- 25X1 6. [] completed a special course in Records Management at American University.

- 25X1 7. [] received an Award for a suggestion.

II. KENNEDY LIBRARY

1. Provided the Assistant Archivist for Presidential Libraries with a listing of 46 separate reports and documents to serve as an index to materials which are too sensitive to transfer to the Kennedy Memorial Library.

III. FORMS MANAGEMENT

1. Completed 99 new and 68 revised forms projects; eliminated 29 official forms.
2. Some significant forms management projects completed were:
 - a. Designed 11 forms for Office of Communications to be used by field stations to prepare report on cryptographic material.
 - b. Designed 4 statistical report forms for Office of Security to be used by Divisions to report status of cases.
 - c. Designed new form for OTR for Educational Aid Fund and 3 special forms for overseas use for same purpose.
 - d. Disapproved request for a new form for FBID and substituted an existing form; savings in printing and processing costs of \$7000.
 - e. Completed 3 new forms for OCR as result of survey completed in December by []



- f. Revised 12 forms and designed 1 new form for Office of Finance to conform to new Financial Numbering System.
- g. Designed a new form for Procurement Division to be used as a notice of expiration and renewal request for annual contracts; this new form eliminates the annual typing of approximately 2000 memorandums and the preparation of about 500 Forms 88 resulting in tangible savings of \$897.00 annually.

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- 3. [] completed a Forms and Procedures Survey in ORR. Some of the principal accomplishments were:
 - a. Prepared 29 new forms; these resulted in part from converting unofficial to official forms.
 - b. Replaced 100 Unofficial forms with 23 Official forms. An example is the use of Form 515, and existing ORR Time and Attendance Form, to replace 48 different unofficial forms of the same type. Another example is the use of Form 106, and existing Security Check Sheet, to replace 6 unofficial versions of the same type of form.
 - c. Eliminated the need for reporting time span on annual leave.
 - d. Eliminated 29 forms which were no longer needed.
 - e. Made 3 recommendations for a continuing effective Forms Management Program in ORR.

IV. RECORDS DISPOSITION

- 1. Reviewed and approved the following Records Control Schedule:
 - a. Office of Security, Alien Affairs Staff; changed "indefinite" items to "definite"; revised 2 items from "Permanent" to "Temporary".
 - b. Entire schedule for ORR covering 24,130 cubic feet; only 1½% of their records are permanent. This is most significant in view of the type of records and the volume.
 - c. []/Office of Logistics; schedule covers 21 items and 133 cubic feet. All records are Temporary.
 - d. FMSAC/DDS&T
 - e. Support and Contract Divisions, OSA
 - f. Office of Finance/Payroll - (one item)
 - g. Audit Staff - revision of entire schedule will be completed when Staff moves to Key Building.

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IV. RECORDS DISPOSITION (continued)

- h. Collection Guidance Staff; retention period in office changed from 6 to 5 years.
- i. Office of Finance; reduced retention period for 2 files.

✓ V. VITAL RECORDS

- 1. Reviewed and approved Vital Records Deposit Schedule for:
 - a. DDP/WH/ ☐
 - b. DDS Salary and Wage Division, Security Records Division
 - c. DDI - OCR Documents Division
- 2. Assisted the Records Officer for DDS&T in the development of a Vital Records Deposit Schedule for FMSAC and the Special Intelligence Staff.

✓ VI. FILING EQUIPMENT AND SUPPLIES

- 1. Processed and approved 29 separate projects for specialty filing equipment. This equipment will be used to replace safes and cabinets, resulting in the release of 250 pieces of equipment with net savings of \$77,280. In addition to the monetary savings there were intangible benefits such as savings in floor space and file space for future growth.
- 2. Included in the above projects was the installation of a special Power Shelf File for Graphics Register, OCR. This equipment permits the release of 11 cabinets, the saving of 21 sq. ft. badly needed floor space and will permit quicker file reference.
- 3. A joint survey with TSD/DDP and the Space Allocation and Facilities Branch was started. It appears from a preliminary finding that the use of shelf filing in the new location for TSD, later this year, will result in the release of about 100 pieces of filing equipment.

✓ VII. RECORDS MANAGEMENT SURVEY, BR/OCR

- 1. At the request of ☐ we have undertaken a Joint Survey with the OCR/RO to analyze the procedures in the BR. This was initiated because BR submitted a requisition for 100 file cabinets and it was determined that this should not be approved until a survey was made.

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VIII. MORATORIUM ON FILING EQUIPMENT

1. As a result of the President's Moratorium on the procurement of new Filing Equipment, the following action was taken:
 - a. A Headquarters Notice was issued outlining the need to further eliminate inactive records at Headquarters Offices in the Records Center.
 - b. Separate meetings were held with the Records Officers in each of the Directorates to outline a continuing program to implement the President's Moratorium.
 - c. Special Posters were prepared and distributed to Agency Records Officers and arrangements were made for them to be placed on Official Bulletin Boards. These posters carry attention to the need to eliminate inactive records.
 - d. Arrangements were made to have special handouts distributed with Employee's Salary Check for the April 23rd pay day.
 - e. Special arrangements were made with Logistics Services Division to have a Card placed on each table in the Cafeteria calling attention to the need for Spring Cleanup⁶ files.

IX. 2 DAY WORKSHOP FOR DDS JOT's

1. At the request of OTR, we presented special seminars on each element of Records Management to the DDS JOT's on 4-5 February

X. MISCELLANEOUS

- 25X1 1. Discussed the disposition of Confidential Funds Financial Records with [] Office of General Counsel. Furnished him with copies of a Department of Defense Disposal Action approved the by National Archives and the Congress which may serve as an Agency precedent for this disposition of similar records.
- 25X1 2. Recommended that [] OCR, discuss with the Office of Security the present confusion in the administration of the security of USSBS records between CIA, Army and Air Force.
- 25X1 3. [] attended the CODIB Meeting on 18 March and answered questions concerning the proposed facility for the storage of USIB records in the GSA Records Center at Suitland. Final discussion of the Staff paper was postponed for the next meeting pending further coordination with DIA and within CIA.
- 25X1 4. Reviewed a revision of HB [] (Logistics) and found that standards for contracts had not been included to conform to the latest revision in general schedules. The O/L will see that this is included.
- 25X1 5. Met with Messrs. [] Edwards and [] Historical Staff to discuss the identification of records of historical interest. The Historical Staff is undertaking the development of history pertinent to DDP activities.

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